

SPECIAL EVENT PERMIT APPLICATION
BOONE COUNTY CONSERVATION DISTRICT

A Special Event refers to outdoor events that take place on Conservation District property that includes, but is not limited to the following: (1)parade, or (2)fishing tournament/derby, or (3)concert, or (4)walk, or (5)run, or (6)race of any type, or (6)any activity where an admission fee is charged, or (7)charitable event, or (8)where any solicitation will occur, or (9)food is sold, or (10)an activity with a planned attendance of over 100 people. A written request addressed to the Boone County Conservation District should be submitted at least 8 weeks prior to the event. *Advertising your event prior to receiving a signed special event permit is not allowed.* Attach additional information if required.

- Today's Date _____

- Sponsoring Organization(s)_____ Phone _____

- Address _____ City _____ Zip _____

- E-mail _____

- Name of Applicant _____ Day Phone _____

- Evening Phone _____ FAX _____ Cell _____

- Address _____ City _____ Zip _____

- Name of Alternate Contact Person _____ Phone _____

- Description of Event (Attach a proposal and site map to the application) _____

- Day(s) & Date(s) of Event _____ Hours From _____ to _____

- How can the public contact you regarding the event (i.e., email address, web site, name/phone #)

- Location/Facility Requested _____

- Estimated Number of Participants _____ Number of Vehicles Expected _____

- Estimated Number of Attendees/Spectators _____ Estimated Number of Event Workers _____

- Will the event interfere with/impede normal use of the area or park by the public? _____

- How do you plan to control traffic to and from the event area? Include accommodation of visitors. Attach traffic and parking plan to the application.

- Will an admission fee or donation be charged? _____Yes _____ No
If yes, please give details (i.e., What fees are being charged, anticipated gross revenues and for what purpose will the collected funds be used?) (Subject to increased permit fee.)

- Will food/beverage be served/sold? _____Yes _____ No
If yes, please give details _____

- Will additional picnic tables, grills, port-o-lets, or dumpsters be required? _____ Yes _____ No
If yes, provide details _____
- Will the event involve vendors? _____ Yes _____ No
If yes, attach a separate listing of all vendors with contact information.
- Will first-aid, fire and rescue services, or other safety and security measures be needed? _____ Yes _____ No
If yes, attach a separate listing with details/contact information
- Are any additional permits for any other government agencies required? _____
If yes, list all agencies, contact information and type of permits separately.
- Are there any special requests or circumstances (i.e., tent, amplified music, banners, signs, etc.)?
_____ Yes _____ No
If yes, provide details _____
- Who is providing security? _____
Contact name for security provider _____ Phone _____
- Contact person and means of contact during Event _____

Attachments:

- Parking/Traffic Plan
- Request for Other Services
- Other Agency Permits
- Safety & Security Plan
- Certificate of Insurance
- Map/Site Use Plan
- Vendor Lists
- Boone Co. Health Dept. Permits
- Port-o-let Contract

Approval of this application will reserve for the applicant the requested event date and place, providing all requirements outlined by the Special Event Policy are met. Once approved, the sponsor shall assume full responsibility for compliance with all conditions, fees and charges and further agrees to pay any cost associated with damage to Conservation District property, cleanup, or any other additional expense caused by this event, over and above the security deposit. I have a copy of the Special Events Policy and will supply the required insurance certificate (\$1,000,000 for entities; \$250,000 for private parties) and permits at least 30 days prior to the event. I understand fees (deposit and fees) are due within two weeks of approval and that failure to provide any of these items is grounds for cancellation of the event. (See Special Events Policy)

Special Event sponsor agrees to leave the used site in the same condition as found, cleaning up all litter and debris after the event. Special Event sponsor is responsible for any damages to county property during the event either by participants or spectators. Special Event sponsor agrees to abide by all state laws, local Ordinances, and Boone County Conservation District rules and regulations. The undersigned applicant for a special event permit understands and agrees that the Boone County Conservation District will not be responsible for any injury to persons or damage to property arising out of or incident to the activities which are the subject of this application. The undersigned applicant agrees by the execution hereof to indemnify and hold harmless the Boone County Conservation District, its Board, employees and agents against all liabilities, costs, and expenses which may arise in consequence of the granting of this permit.

I understand permits are not transferable and fees paid are not refundable.

The undersigned has full authority to represent the sponsoring organization:

Event Sponsor Signature _____ Date _____

Address _____ Telephone _____